



Eagle Point School District 9

Job Description – Special Education Coordinator

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PURPOSE:

- The primary function of this position is to assist in overseeing the Special Education Program for District 9. The Coordinator will be responsible for planning, coordinating, managing, supervising, evaluating and assuring legal and regulatory compliance of all district Special Education Programs and services. Responsibilities will include oversight of special education, and other duties as assigned.

REPORTS TO:

- Director of Teaching and Learning and Special Education

QUALIFICATIONS:

- Current Oregon Teaching or Administrative License required
- Five or more years of experience in the special education field

ESSENTIAL DUTIES & RESPONSIBILITIES

- Program development, operation compliance and monitoring
- Supervision and evaluation
- Instructional leadership
- Oversee the general operations of the Special Education Program for the district
- Administer the policies, rules and regulations of the Board of Education
- Provide leadership, information and recommendations to assist in making prudent decisions regarding the operation and management of the Special Education Program
- Oversee coordination of shared program responsibilities and liaison with schools and other agencies
- Represent the school district in contacts with local, state and federal agencies in matters pertaining to special education and other assigned programs
- Supervise the development and administration of the annual special education budget
- Develop a functioning educational philosophy consistent with the values of the community, teachers, school administration, and Board of Education
- Communicate openly and effectively with students, community, staff and administration
- Promote an informed, working relationship between the Special Education Department and its patrons
- Advocate acceptance of, and provision of services for, disabled children
- Consult with parents, teachers and administrators in matters pertaining to the education of students with disabilities
- Develop an atmosphere of respect, interest and enthusiasm within the Special Education Department
- Recognize and encourage outstanding performance by persons within the Special Education Program
- Provide leadership in planning and organizing staff development activities designed to promote more effective leadership, improve communication and upgrade instruction
- Review and approve referrals to special education
- Supervise the maintenance, storage, transfer and destruction of student special education records
- Oversee of special education staff as a district resource for hiring and assignment/recruitment, training, and retention
- Work collaboratively with district leadership and the instructional staff to improve student academic performance
- Serve as the district representative or authorize a designee to serve as district representatives for various special education meetings and student IEP meetings
- Assist principals in the supervision and evaluation of special education staff



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- Plan, conduct, and assess effective professional development programs
- Comply with legal and regulatory requirements of the various governmental agencies
- Keep abreast of new information, innovative ideas and techniques
- Perform all duties required by state and federal statutes and by Board policy and action
- Other duties as assigned

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing
- Occasional stooping, bending and reaching
- Requires some travel

Rate of Pay:

- According to Coordinator Salary Schedule